**THE FOLLOWING DOCUMENTS
ARE ATTACHED:**
(Please do not remove)

ER 3778 88

ER 3786 88

SUBJECT:

ROUTING AND RECORD SHEET

STAT

SUBJECT: (Optional)

STAT
STAT

FROM:

SA/EXDIR
7E12 HQS

EXTENSION	NO.
	ER 3786-88
	DATE
	4 October 1988

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. ER (File B-209-IR) 7E12 HQS				
2.				
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12.				
13.				DCI EXEC REG
14.				
15.				B-209-IR

FORM 610 USE PREVIOUS EDITIONS
1-79

☆ U.S. Government Printing Office: 1985—494-834/49156

ER 3786-88
4 October 1988

MEMORANDUM FOR: Chief, Staff and Operations Branch, CD-3/OS

STAT

FROM:

Special Assistant to the Executive Director

SUBJECT:

STAT

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    1. Please arrange for [ ] to be admitted to Headquarters Building on 6 October 1988. His itinerary is:

Time	
8:45	Arrive at Headquarters and meet with the Planning Staff in room 7E03.
10:00	Meet with a DDA-sponsored working group in room 3E62 (CRES conference room).
12:00	Lunch hosted by EXDIR in the DCI dining room.
14:00	Meet with the Agency's Information Systems Board in room 7D64 (DCI conference room).
16:00	Depart.

STAT

STAT DCI/EXDIR [ ] (4 Oct 88)

Distribution:
    Orig - Addressee
       1 - ER
       1 - ISB File

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT

Visit by _____ to CIA on 6 October 1988

FROM:		EXTENSION	NO.
STAT STAT	SA/EXDIR 7E12 HQS		ER 3778-88
			DATE 3 October 1988

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. ER (File B-209-IR) 7E12 HQS				
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DCI
EXEC
REG

B·209·IR

☆ U.S. Government Printing Office: 1985—494-834/49156

Central Intelligence Agency

Washington, D.C. 20505

ER 3778-88
30 September 1988

STAT

Here is some information to help you prepare for your visit to the Agency. I have enclosed:

-- The schedule for your visit, including lists of the participants in each meeting, plus a brief description of information technology at the Agency and how we manage it.

-- Factbook on Intelligence and Intelligence, the Acme of Skill which provide a broad overview of intelligence and the Agency.

-- Update on Information Technology Policy which reflects some of the issues of concern to our senior executives.

-- The OIT Information Processing Standards which describe our efforts towards an integrated and compatible network.

-- The Soviet Weapons Industry: An Overview which offers an unclassified glimpse of our product.

STAT   If you have any questions, please call me

Sincerely,

STAT

Enclosures

STAT   DCI/EXDIR   (30 Sep 88)

Distribution:
    Orig - Addressee
       1 - ER
       1 - ISB File

Visit by [   ]
to CIA Headquarters
on 6 October 1988

Schedule

10:00-12:00	**Architecture Working Group Meeting** Room 3E62 Headquarters
12:00-13:30	**Information Systems Board Luncheon** DCI Dining Room
13:30-14:00	**Break**
14:00-16:00	**Information Systems Board Meeting** Room 7D64 Headquarters

Visit [_____]
to CIA Headquarters
on 6 October 1988

Information Technology at the CIA

The Central Intelligence Agency is an information business. We gather
information from around the world -- through clandestine means such as human
agents, through technical means such as signals or imagery, and through open
sources such as diplomats or press reports. This information flows into our
Headquarters where it is refined through extensive processing and analysis.
Our product, finished intelligence, is then passed on to our customers,
principally the President and other National decision makers. The CIA might
be characterized as a specialized provider of news and information services to
the Government.

As our customers have turned to the Agency to produce better intelligence more
rapidly and dealing with a wider range of issues, the Agency has turned to
technology to achieve the productivity gains necessary to satisfy ever
increasing demands. The past decade has seen an extraordinary proliferation
of information systems within the Agency. There is a strong corporate
commitment to provide every employee with the information processing tools
necessary to get the job done; today most employees have some sort of
workstation at their desk. We spend a significant portion of our budget on
technology which moves, stores or processes information. We are dependent
upon information technology to fulfill almost every aspect of our mission.

Visit [   ]
to CIA Headquarters
on 6 October 1988

Management of Information Technology

In many respects, the Agency bears little resemblance to the popular image of
Government. The Agency tends to decentralize authority and responsibility.
The result is a "federal system" for managing information technology in which
corporate services are centrally managed and customer-specific services are
decentralized.

The central services are provided by the Directorate of Administration. The
Office of Information Technology provides centralized data processing and
domestic telecommunications services. The Office of Communications provides
centralized telecommunications between Headquarters and our offices overseas.
While many of our corporate systems are built and operated by these two
offices, neither has a monopoly.

Three of the four directorates within the Agency have their own information
service organizations. The Office of Information Resources deals with
information technology matters for the Directorate of Intelligence, as does
the Information Management Staff for the Directorate of Operations and the
Office of Information Technology for the Directorate of Administration. Due
to the nature of the Directorate of Science and Technology, information
services are decentralized with coordination at the directorate-level.

The Executive Director deals with management issues which span the
directorates. The Information Systems Board is an executive steering
committee which assists the Executive Director in fulfilling this
responsibility as it relates to the management of information technology.

The Board was formed in 1983 to resolve problems impeding the Agency's
automation efforts, to improve communications among the consumers and
suppliers of information services within the Agency, to encourage the
application of information technology towards the solution of intelligence
problems, and to ensure an Agency-wide perspective in the management of
information technology.

The Architecture Working Group was formed by the Director of Information
Technology to develop information processing standards. The Group is
comprised of working-level technologists and managers from throughout the
Agency.

The Architecture Working Group was recently asked to define the Agency's
information systems architecture. This study will describe the network as it
exists today and will include changes anticipated through 1992. A sharper
definition of the architecture will support strategic planning by the
directorates and should eventually lead to a process for configuration
management of the network.

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Visit [   ]
to CIA Headquarters
on 6 October 1988

Architecture Working Group Meeting

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Chief, Systems Engineering Group,
Engineering Division,
Office of Communications,
Directorate of Administration

Executive Officer,
Office of Information Technology,
Directorate of Administration

Special Assistant to the Executive Director

Chief, Data Communications Division,
Engineering Services Group,
Office of Information Technology,
Directorate of Administration

Chief, Operating Systems Division,
Engineering Services Group,
Office of Information Technology,
Directorate of Administration

Computer Science Advisor,
Engineering Services Group,
Office of Information Technology,
Directorate of Administration

Information Systems Architect,
Architectural and Technology Planning Staff,
Office of Information Technology,
Directorate of Administration

Chief, Technical Support Group,
Information Management Staff,
Directorate of Operations

Engineering Specialist,
Engineering Services Group,
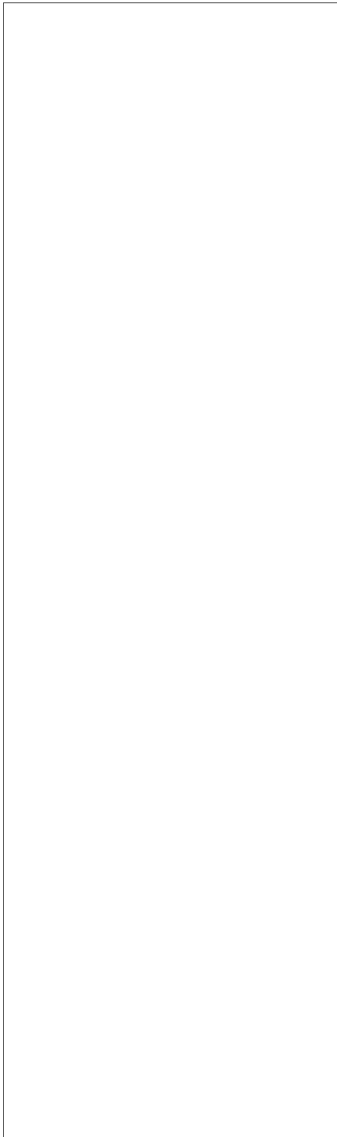Office of Information Technology,
Directorate of Administration

Information Systems Architect,
Architectural and Technology Planning Staff,
Office of Information Technology,
Directorate of Administration

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Visit _____
to CIA Headquarters
on 6 October 1988

Architecture Working Group Meeting (continued)

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Chief, Workstation Branch,
Engineering Services Group,
Office of Information Technology,
Directorate of Administration

Chief, Systems Engineering Staff,
Development Services Group,
Office of Information Technology,
Directorate of Administration

Chief, Requirements and Plans Staff,
Office of Information Technology,
Directorate of Administration

Chief, Architectural and Technology Planning Staff
(chairman),
Office of Information Technology,
Directorate of Administration

Chief, Systems Planning and Evaluation Division,
Engineering Services Group,
Office of Information Technology,
Directorate of Administration

Chief, Planning and Coordination Branch,
Planning and Development Division,
Office of Information Resources,
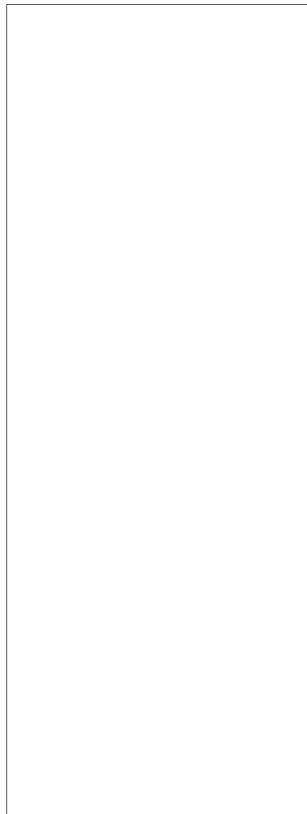Directorate of Intelligence

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Visit [   ]
to CIA Headquarters
on 6 October 1988

Information Systems Board Luncheon

Deputy Director of Information Technology,
Directorate of Administration

Deputy Comptroller

Director of Information Resources,
Directorate of Intelligence

Director of Security,
Directorate of Administration

Director of Communications,
Directorate of Administration

Executive Director (host)

Associate Deputy Director for Operations

Chief, Information Management Staff,
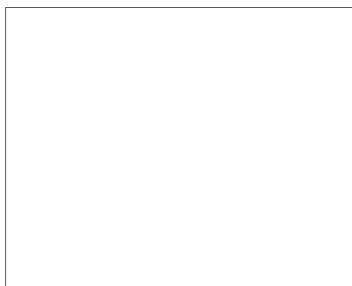Directorate of Operations

Deputy Director of Information Resources,
Directorate of Intelligence

Visit [_____]
to CIA Headquarters
on 6 October 1988

Information Systems Board Meeting

Deputy Director of Information Technology,
Directorate of Administration

Deputy Comptroller

Director of Information Resources,
Directorate of Intelligence

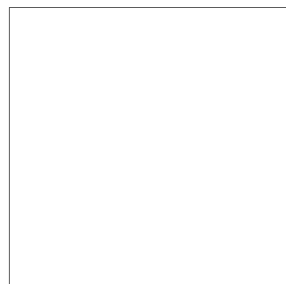Jim Hirsch   Associate Deputy Director for Science and Technology

Deputy Chief, Information Management Staff,
Directorate of Operations

Rae Huffstutler   Deputy Director for Administration

Director of Security,
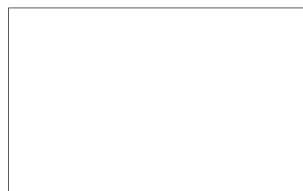Directorate of Administration

Director of Communications,
Directorate of Administration

Deputy Director of Communications,
Directorate of Administration

Jim Taylor   Executive Director (chairman)

Chief, Information Management Staff, Directorate of
Operations

Deputy Director of Information Resources,
Directorate of Intelligence